Final Report Directions

Title I School Improvement Accountability Grant Program

Due Date: January 31, 2003

Submit one copy to:

Office of Grants Management
New Jersey Department of Education
PO Box 500
Trenton, New Jersey 08625-0500
Attention: ***School Improvement Accountability Final Report***

Project Period: November 1, 2001 to September 30, 2002

Final Report
DIRECTIONS

Note: Carry-over of unexpended funds is not permitted.

The following pages **must** be submitted for the FY 2002 SIA Final Report:

- Title Page.
- Status Report for LEA
- Status Report for school(s)
- Budget Summary – Report actual expenditures incurred during the project period.
- Budget Detail – Report actual LEA expenditures incurred during the project period.
- Budget Detail – Report actual school (s) expenditures incurred during the project period.
- Federal Equipment Inventory – Complete if equipment was purchased.

FINAL REPORT – TITLE PAGE

- Complete project code with LEA's four-digit district code.

Items 1-4.	Complete all identifying information.
Item 5.	Enter the approved amount for the LEA and for each school from the approved FY 2002 SIA application.
Item 6.	Enter the amount expended for the LEA and each school during the project period (11/01/2001 – 9/30/2002).
Item 7.	Subtract the amount in item 6 from the amount in item 5 and enter the difference.
Item 8.	Enter the unexpended balance amounts from item 7 to be returned to NJDOE.
Item 9.	Total each column. Enclose a check for the indicated amount payable to ***Treasurer, State of New Jersey,*** and submit with a copy of the first page of the report to:

> **Office of Budget and Accounting**
> **Revenue and Grant Services**
> **PO Box 500**
> **Trenton, NJ 08625-0500**

Item 10.	Provide a brief, but specific, description of why all funds were not expended/obligated within the project period. This **must** be completed if funds are indicated in item 7.
Item 11.	Signature of Board Secretary and date.
Item 12.	Signature of Chief School Administrator and date.

FINAL REPORT – STATUS REPORT-LEA

Complete identifying information including project code with LEA's four-digit district code.

Check the areas that apply.

Status of Target Population/Objectives and Activities Based on Outcome Measures:
Describe the LEA's progress toward meeting the plan to serve the *target population/measurable objectives* described in the approved application or subsequently approved amendment(s). Briefly describe the activities completed and the results obtained during the project period. Specific reference should be made to the elements outlined in the approved evaluation plan. Additionally, provide a description/justification of any objective and activity not completed.

FINAL REPORT – STATUS REPORT-School

Complete identifying information. Complete each section. Provide a description of completed activities and provide a description/justification of any activity not completed.

Description of Accountability Plan: Provide the name of the vendor and information on the accountability plan.

Description of School Support Plan: Check areas that apply and describe the outcome of the implemented plan.

Description of School Choice Plan: Check the type of plan utilized and provide a description of the implemented school choice plan.

BUDGET SUMMARY – FINAL REPORT – EXPENDITURES

- Complete the identifying information including project code with LEA's four-digit district code.

- By expenditure category, indicate the amounts *expended* during the project period for the LEA and for the school level activities (accountability plan, school support, school choice). Enter subtotals and total amounts. Round off to the nearest dollar.

- The Project Expenditures Total for all expenditures must equal the expended amount entered on the Title Page, item 6.

- The LEA Business Administrator **must** sign and date this page.

BUDGET DETAIL – FINAL REPORT – EXPENDITURES-LEA

- Complete the identifying information including project code with LEA's four-digit district code.

- Provide detail to match entries on the Budget Summary page for the LEA. Include the expenditure categories for the activities supported by the project, the function/object codes, a description of the expenditure, and the amount expended in each of the funding categories. Round off to the nearest dollar. **Note:** The equipment threshold is $2,000.

- Where salary is allocated for TPAF employees, **ensure the FY 2002 minimum percentage for TPAF/FICA (7.65%) has been expended/obligated for object code 200-200.** For those employees working for more than their base salary (i.e., stipends), an additional 7.65 percent of the wages in excess of the base salary must be budgeted for FICA.

- The totals for each GAAP code must match the totals listed on the Budget Statement – Expenditures, for the LEA.

- The LEA Business Administrator **must** sign and date each budget expenditure page.

BUDGET DETAIL – FINAL REPORT – EXPENDITURES-School

- Complete the identifying information.

- Provide detail to match entries on the Budget Summary page for each school. Include the expenditure categories for the activities supported by the project, the function/object codes, a description of the expenditure, and the amount expended in each of the funding categories. Round off to the nearest dollar. **Note:** The equipment threshold is $2,000.

- Where salary is allocated for TPAF employees, **ensure the FY 2002 minimum percentage for TPAF/FICA (7.65%) has been expended/obligated for object code 200-200.** For those employees working for more than their base salary (i.e., stipends), an additional 7.65 percent of the wages in excess of the base salary must be budgeted for FICA.

- The totals for each GAAP code must match the totals listed on the Budget Statement – Expenditures, for the school.

- The LEA Business Administrator **must** sign and date each budget expenditure page.

FINAL REPORT – FEDERAL EQUIPMENT INVENTORY

- Complete identifying information including project code with LEA's four-digit district code.

- The total of the unit acquisition costs listed must equal the equipment costs listed on the Budget Summary and Budget Detail pages, expenditure categories 400-731 and 400-732. The equipment threshold is $2,000.

- If the equipment does not have a serial number, an identification number must be assigned.

- For items partially funded, indicate the total unit acquisition cost, the SIA cost and the percentage of SIA funds utilized.

- The LEA Business Administrator **must** sign and date this page.